



## **JOB POSTING TOWN OF FOXBOROUGH**

### **RECREATION COORDINATOR**

The Town of Foxborough is seeking qualified applicants for the position of Recreation Coordinator in the Recreation Department. This is a communications oriented position responsible for researching, creating, marketing, tracking and coordination of recreation events and programs to serve the needs of the community. This position also assists the Recreation Director with administrative, financial, technology and program needs of the Department.

**Duties include but are not limited to:** Assists with the development and coordination of recreation programs for all ages; coordinates program scheduling; assists with the implementation of new programs. Schedules participants in all program areas; schedules and manages the program instructors. Develops, designs and distributes recreation brochures to residents. Develops promotional materials and mailings; publicizes programs. Operates website, special technology and outreach applications and all department social media programs.

Participates in the planning, organization and implementation of, and is part of a team that oversees a 10 week summer program for approximately 300 participants. Oversees smooth operation of activities, supervision of counselors, and safety requirements within allocated budget. Requisitions materials for programs and activities; orders department supplies. Handles inquiries, prepares correspondence. Coordinates programs with other agencies, including schools and community groups; maintains records for scholarship program. Plans and execute free programs throughout the year and notifies residents of upcoming free events.

Performs similar or related work as required, directed or as situation dictates. Regular attendance at the workplace is required. Position requires nights and weekends as needed for programming and meetings.

**Qualifications and experience:** Bachelor's degree is required, degree and background in communications is preferred; and two years of experience in recreational programs; municipal experience preferred. Or any equivalent combination of education and experience. Demonstrated working knowledge of the principles and practices of the recreation industry; knowledge of program planning; knowledge of recreation equipment and facilities. Ability to communicate effectively and efficiently verbally and in writing. Ability to work independently and prioritize tasks; ability to supervise seasonal staff; ability to establish effective working relationships with the public and town employees. Requires planning and organizational skills; customer service skills; social media background with basic accounting skills. Computer skills with an emphasis on Adobe, Illustrator, Pages, and MS Excel. Candidate should be proficient in MAC publishing as all brochures and flyers are created using MAC.

This position also requires a valid Massachusetts Motor Vehicle Operator's License, First Aid, CPR and AED training.

**Salary:** Salary range - \$24.23-\$30.29/hour. This position is a 30-35 hour a week benefit eligible position.

**Apply to:** <https://muselfservice.foxborough.k12.ma.us/MSS/employmentopportunities/> by November 2, 2016.

**POSTING DATE: OCTOBER 12, 2016**

#### ***Equal Opportunity Employer***

*The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.*